

22 October 1974

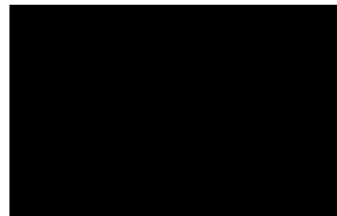
## MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of AAG Business Meeting, 15 October 1974

1. The following AAG members were present at the 15 October 1974 business meeting.

OFFICENAME

OTR  
FIN  
SEC  
COMMO  
MED  
OJCS



25X1A

2. The following points were discussed:

- a. Closed Items -

- 1) Medical Examinations for Agency Employees - After contacting the Office of Medical Services, AAG decided not to publicize the fact that OMS will give physical examinations to any Agency employee on request. Even though this is a service now available, there is a three to four month backlog between the request and actual examination. OMS felt that any publicity at this time would increase the backlog. Also, OMS plans to make available to all employees in the future a "multi-phasing" program in which a computerized analysis of an individual's health is based on various tests (e.g. blood samples).
- 2) Letters of Promotion - A suggestion was forwarded to AAG recommending that the request for promotion be given to the employee when the employee was notified of his promotion. AAG decided that this was a policy to be decided at the Office level and recommended that the suggestor present this idea before his own Office MAG.

- 3) Availability of OTR Catalogue - The Office of Training has agreed to publicize the location(s) of the complete OTR Catalogue.

b. Old Business

- 1) Loss of Benefits to Employees Stationed Outside the Headquarters Compound - This issue presented to the group by [REDACTED] will be discussed at the next meeting. 25X1A
- 2) Grade Attraction Scale - This issue was deferred until the next meeting at the request of [REDACTED] 25X1A
- 3) Office Time-in-Grade (T-I-G) Requirements - This topic will be discussed at the next meeting after AAG members have done some research in their respective Offices.
- 4) Length of Time for Badging Agency Contractors - This item will be pursued by [REDACTED] 25X1A
- 5) Results of Psychiatric Counseling - [REDACTED] 25X1A has agreed to ask OMS whether a permanent record of a psychiatric consultation is made and, if so, is the consultee aware of this practice?
- 6) Recommendation to Eliminate General Schedule Grades 6 and 8 from Promotion Consideration - Even though this item was considered closed, the group felt that a paper prepared by [REDACTED] should be presented to Mr. Blake before the October 31 meeting as a prelude to a general discussion on the topic. 25X1A

c. New Business

- 1) Academic Grade Reports in Personnel Files It has been brought to AAG's attention that some Offices in the DDA do not file grade reports in the employee's soft file held by the Admin Officer but instead send them directly to the Office of Personnel's main file room. Since these "local" files are used for Career Board Evaluation, AAG wonders if these grade reports shouldn't be available for promotion consideration. This topic will be discussed at the next meeting.

25X1A

- 2) Grade Limitations on Vacancy Notices - AAG has been asked to examine the practice of including a grade limitation on Agency-wide vacancy notices.
- 3) Stenographer Practice - AAG was asked to investigate the availability of any refresher courses or material for stenographers. [REDACTED] will pursue this matter with the Office of Training.
- 4) Centralization of Counseling Services - AAG has received a suggestion to examine the possibility of centralizing counseling services (now available in various offices scattered throughout Washington) into a Counseling Center at Headquarters.

d. Pending Items

The following items have been presented to the DDA. Since these items also appear on the agenda for the 31 October meeting with Mr. Blake, comments on status will appear in the 31 October minutes.

- 1) Orientation Program for Employees' Wives.
- 2) The Law and External Training
- 3) North Cafeteria Restroom Facilities for Visitors
- 4) "DID YOU KNOW:" Display for Official Bulletin Board.

3. The following meetings have been scheduled for AAG:

- 1) 31 October 74, 3:00 to 5:00 p.m. - DDA Conference Room - with Mr. Blake
- 2) 11 November 74, 3:00 to 5:00 p.m. - DDA Conference Room - Business

25X1A

[REDACTED]  
AAG October Co-Chairman

Distribution:

Copies to each member

1 - Mr. Blake

1 - Chrono

1 Approved For Release 2000/06/06 : CIA-RDP81-00261R000700030030-3